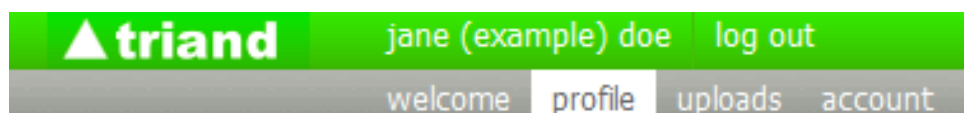




Setting Up Your Profile

Triand identifies who you are by your profile. It is important that your profile is set up correctly to ensure your access is established properly.

When you log in to Triand, click on your name in the menu to access the gray submenu. Click on "profile" on the gray submenu.



Some of your profile information has been completed, based on information entered when the account was created, but you can provide more information or make any necessary corrections here.



Upload photo

First	<input type="text" value="Jane (example)"/>
Middle	<input type="text"/>
Last	<input type="text" value="Doe"/>
Email	<input type="text" value="jane.doe@schoolemail.com"/> <small>What you'll use to log in.</small>
State	<input type="text" value="AR - Arkansas"/> <small>Where you live (so we know what standards to use).</small>
District	<input type="text" value="HOT SPRINGS SCHOOL DISTRIC"/>
School	<input type="text"/>
Job Title	<input type="text"/>
State-ID	<input type="text"/> <small>Managed by your State Education Agency.</small>
<input type="button" value="Save"/>	



1. You can make additions or updates to your first, middle & last names.
2. Ensure that your email address, district and school names are correct.
Enter your job title in the appropriate field.
To complete the District and School information, type only the first few letters of the name. Triand will generate a list for you to choose from *(the LEA number will appear for districts with same names)*.
3. Triand allows you to upload any JPG, GIF, or PNG file if you wish to include a profile picture.
4. If you have a State-ID number, this will be populated for you after the next APSCN update.

A screenshot of a web form for updating user information. The form includes fields for First, Middle, Last, Email, State, District, School, Job Title, and State-ID. A profile picture placeholder is on the left with an "Upload photo" button. Numbered callouts (1-4) point to specific fields: 1 points to the First name field, 2 points to the Email field, 3 points to the Upload photo button, and 4 points to the State-ID field. The "Save" button at the bottom is circled in red. The State-ID field has a note below it: "Managed by your State Education Agency."

1 First Jane (example)

Middle

Last Doe

2 Email jane.doe@schoolemail.com
What you'll use to log in.

State AR - Arkansas
Where you live (so we know what standards to use).

District HOT SPRINGS SCHOOL DISTRIC

School

Job Title

3 Upload photo

4 State-ID
Managed by your State Education Agency.

Save

After all changes are made, click the "Save" button to save your information.